



Top 10 Tips for DBE Applicants

1. Familiarize yourself with the certification requirements: ownership, minority status, control, small business size standards and personal net worth thresholds.
[Code of Federal Regulations Title 49 Transportation Part 26](#)
2. Firms are certified by NAICS (North American Industry Classification System) Codes. Familiarize yourself with the NAICS Codes that may apply to your business.
<http://www.census.gov/naics>
3. Submit a completed application and all required supporting documents. DeIDOT's Disadvantage Business Enterprise (DBE) Program requires submission of the Uniform Certification Application.
<http://deldot.gov/information/business/dbe/pages/application.shtml>
4. Utilize the document checklist and sort the information by creating a tab for each item on the checklist. This will ensure that all documents are identified and reduces the need to request more documents.
[UCP Checklist](#)
5. Do not leave any area of the application blank. If an area does not apply to your business, indicate "N/A" or "Does Not Apply" in the space provided and include a brief explanation along with any supporting documents.
6. Sign and notarize the Affidavit of Certification included in the application packet.
7. Copy the entire packet for your files.
8. Be responsive to requests for additional information.
9. Allow 2 to 3 months to go through the process after submitting a complete application packet along with all required supporting documentation.
10. Visit our website, contact us by email or call the office directly with any questions about the certification process, the application and/or the required supporting documents.

www.dbe.deldot.gov
email:
Dot.DelawareDBE@state.de.us
302-760-2035